



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 14, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Senior Accounting Support Specialist  
Bureau of Business Services  
Office of Finance & Administration  
Springfield

Attachments  
40589

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary Range:</b>	<b>\$5,015 - \$9,155</b>
<b>Position Title:</b>	<b>Senior Accounting Support Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-40-802-11-01</b>	<b>IPR#:</b>	<b>40589</b>

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### Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Business Services/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is responsible for the oversight of final approval of all Contract Obligation Documents (COD) and invoice processing within the Department of Transportation and serves as liaison within the department in matters related to COD's and the associated contracts. This position directs the entry of obligations from Illinois Government Procurement System (IGPS) generated procurement; distributes invoices for payment and trains new hires on contract and invoice processing. This position is the Department's liaison with the Office of the Comptroller in matters regarding invoicing, Contract Obligation Documents, related contracts, W-9 certification, end-of-year rollover for re-appropriating accounts and fiscal year end cut-off dates. This position also provides support to the Accounting Unit.

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### Special Qualifications:

#### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, accounting, economics, statistics, public finance or public administration.
- Five years' experience in an accounting related field
- Extensive knowledge of Fiscal Operations & Administration (FOA) and Statewide Accounting Management Systems (SAMS)
- Extensive knowledge of Microsoft Office Applications
- Excellent communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May, 2014	<b>POSITION:</b>	Senior Accounting Support Specialist
<b>APPROVED BY:</b>	<u>Lori Campbell</u>	<b>OFFICE/DIVISION:</b>	Office of Finance & Administration Bureau of Business Services
<b>CODE:</b>	PW414-23-40-802-11-01	<b>REPORTS TO:</b>	Accounting Unit Chief

***Position Purpose***

This position is responsible for the oversight of final approval of all Contract Obligation Documents (COD) and invoice processing within the Department of Transportation and serves as liaison within the department in matters related to COD's and the associated contracts. This position directs the entry of obligations from Illinois Government Procurement System (IGPS) generated procurement; distributes invoices for payment and trains new hires on contract and invoice processing. This position is the Department's liaison with the Office of the Comptroller in matters regarding invoicing, Contract Obligation Documents, the related contracts, W-9 certification, end-of-year rollover for re-appropriating accounts and fiscal year end cut-off dates. This position also supports the Accounting Unit.

***Dimensions***

Contract Obligation Documents:	10,000+ Per Fiscal Year
Special Projects:	5-10 Annually

***Nature and Scope***

This position reports to the Accounting Unit Chief as do the Accountant Advanced and Office Assistant. Reporting to this position are the Accountant Support Specialist and the Accountant Advanced.

The incumbent is responsible for overseeing the process for invoice processing and preparing/finalizing Contract Obligation Documents for the Department and provides the expertise necessary for the establishment of fiscal priorities to maintain an efficient operation. The incumbent is also responsible for directing the entry of obligations from the Illinois Government Procurement System (IGPS). S/He represents the Department when dealing with the Office of the Comptroller in matters regarding COD's, related contracts, payment vouchers, W-9 certifications, end-of-year rollover for re-appropriating accounts and fiscal year end cut-off dates. Coordination between the Comptroller's office and IDOT regarding fiscal year end cut-off dates is handled through this position. S/he is charged with notifying all IDOT staff of the dates, enforcing the dates and addressing all problems associated with this task. Constant communication must be maintained between this position, all levels of IDOT staff and the Office of the Comptroller to ensure proper compliance with the cut-off dates.

Typical problems include resolving issues with the Office of the Comptroller regarding Departmental obligation and the associated contracts. The incumbent must effectively communicate with all levels of department management as well as the Office of the Comptroller.

The incumbent has the managerial responsibility for verifying that all required certifications, signatures and documentation required by state law, rules, regulations and policies are contained within the contract submitted for final approval of all Contract Obligation Document's needed for securing authorized funding levels and payment authority status in compliance with the Comptroller's Statewide Accounting Management System (SAMS) and the department's FOA system. This position additionally provides administrative support to the

Accounting Unit in invoice processing. S/He prepares and distributes various financial reports to those Central Offices under the financial services' umbrella of the Bureau of Business Services. The incumbent provides administrative guidance and prepares data utilized in formulating the bureau's budget for the upcoming fiscal year. This is accomplished the use of the FOA system, printing, analyzing reports for historical spending practices and predicting future spending. This position identifies key issues in program areas and writes issue papers recommending action to be taken and then to defend those positions. The incumbent assists in providing fiscal expertise and direction for the Chief of Financial and Administrative Services for the establishment of fiscal priorities in order to accomplish goals and objectives and maintain an efficient operation. The incumbent fulfills the management responsibility for the review and assignment of invoices paid by the bureau. This is accomplished through extensive knowledge of detail object codes as dictated by the Illinois Office of the Comptroller. Incumbent monitor workloads for each invoice processor within the unit, assisting with processing questions and processing invoices when required.

Responsibilities are accomplished with the assistance of the Account Support Specialist and the Accountant Advanced who assist in the maintenance of operational budgets and obligation on contracts.

The incumbent has freedom to accomplish the responsibilities but is constrained by all departmental policies and procedures. The incumbent performs the duties of this position in accordance with the SAMS, departmental guidelines and sound accounting procedures. Matters of a unique nature are referred to the immediate supervisor with recommendations for solution. In the absence of the Accounting Unit Chief, incumbent will fulfill those responsibilities.

The incumbent has frequent contact internally with all IDOT Central Office bureaus and with the districts. External contacts include the Office of the Comptroller and Office of Management and Budget and vendors doing business with the State of Illinois.

The effectiveness of this position is measured by accurate Contract Obligation Documents (CODs) being filed with IOC, staff being adequately trained to perform their duties regarding CODs, yearend fiscal dates being communicated from IOC to IDOT employees and fulfilling the responsibilities of the unit chief in their absence.

### ***Principal Accountabilities***

1. Serves as liaison between the Office of the Comptroller and IDOT in regards to all Contract Obligation Documents and associated contracts.
2. Directs the final approval of all Contract Obligation Documents for the Department.
3. Provides training to BoBS personnel as well as IDOT FOA users.
4. Researches and resolves all complex issues regarding CODs and invoices.
5. Handles coordination between the Comptroller's office and IDOT regarding fiscal year end cut-off dates.
6. Directs the entry of obligations from Illinois Government Procurement System generated procurements.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.